



If you believe, belong.

AMERICAN SOYBEAN ASSOCIATION JOB DESCRIPTION

Job Title: Program Assistant, Special Projects
Department: WISHH
Reports To: Manager of Program Operations
FLSA Status: Exempt

Position Summary:

The purpose of this position is to assist with the day to day administrative and international and domestic program activities. The Program Assistant, Special Projects communicates with staff, consultants and partners overseas; support the overall WISHH program as needed as directed by the WISHH Executive Director, Chief Operating Officer and Manger of Program Operations; Exceptional organizational skills and high level of attention to detail is necessary. Must be able to lift 25 pounds unassisted, maintain harmonious work environment. Must be available to travel occasionally domestically and internationally.

Essential Duties and Responsibilities

- Provide administrative support to the Executive Director, Chief Operating Officer and Manager of Program Operations. Provide administrative support for various special projects/tasks as assigned.
- Office Management: Ordering office supplies, promotional items while monitoring supply and general office upkeep. Overseeing and tracking required staff and board training, inventory tracking, CRM updates, meeting announcements, pulling trade data for donor reports, and prepare payables and reconcile accounts for compliance. Maintain donor reporting tracking document.
- Meeting & Travel Logistics: Prepare for and participate in staff and trade team travel prep while ensuring back up is complete for compliance. Organize travel and meeting logistics for Executive Director, Chief Operating Officer, Committee meetings, trade teams as needed; this includes verifying budget and account numbers, making all arrangements, travel folder prep, travel authorizations, processing all subsequent travel expenses, trip reports, and business card filing. Printing packet prep, and shipment of meeting materials for WISHH Committee meetings.
- Payables: Compile and submit payment requests, international and domestic expense reports and invoices for project staff, consultants, vendors, committee members and internal charges. Coordinate submission of documents after initial compliance review with Manager of Program Operations to ensure proper coding that will allow timely reimbursements. Work with the field and the Manager of Program Operations to resolve compliance issues. Compile list of accruals; expenses not paid out by the end of a funding year.
- Contracting: Monitor and track End-Result and Service contract deliverables and payments. Ensure all items required for payments have been delivered and are compliant. Assist with Request for Proposal (RFP)/Request for Quote (RFQ) process. Revise for grammar and formatting. Once RFP/RFQ has been reviewed and is compliant, post to specified websites and monitor and track request documents to ensure vendors are being bid every 3 years. Follow up, obtain, and save proper documentation on organization's server (Q) for future compliance

review. Coordinate with Division Directors/Program Managers to prepare coversheets and backup for accounting on all new and extended funding agreements.

- Database: Organize and maintain a donor reporting schedule and provide meeting announcements and deadlines reminders to staff. Work with regional Directors on keeping CRM and project management database up to date.
- Board Governance: Work closely with the Chief Operating Officer on necessary tasks in preparation for Committee meetings such as making copies, preparing folders, shipping meeting items.
- Communications: Create and distribute monthly communication piece, the WISHH news, Lead the process in organizing webinars for regional activities as needed. Order, prepare and ship samples to various countries as required. Oversee the accurate and timely completion of project checklists by Regional Directors as funding agreements and approval letters are received and when amendments and/or changes warrant a revised project checklist. Work with Project Director, Global Strategy and Executive Director to manage production schedule of state QSSB ads, proofing of brochures, white papers, talking points and videos created under USB funding. Attend and take notes during meetings as requested. Consolidate data for use in quarterly and annual reports. Compile survey and evaluation data into a WISHH database.
- Provide support to Program staff implementing international activities and special projects as needed.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Associate's degree, or equivalent, is required (Bachelor Degree preferred). International development, market development, contracting experience or equivalent combination of education and experience. Experience in making domestic and international travel and meeting arrangements for small and large groups is a plus. Experience or certification in international development project management a plus.

Computer Skills:

Accurate typing skills with demonstrated skills in electronic Microsoft Office Suite, i.e Word, Excel, PowerPoint, Outlook and the Windows environment, email and Internet; the ability to learn other personal computer application software i.e. Internet Web based publishing, MS Project Management, Zoho etc.

Communication Skills:

Excellent Communication, interpersonal, and writing skills with knowledge of Business English, e-mail etiquette, grammar and spelling; the ability to format complex letters in standard business form; draft ordinary business correspondence and the capacity to communicate effectively with tact. Ability to understand and communicate with other cultures. Ability to maintain confidentiality for all projects and data, which are an integral part of the position.

Problem-solving Skills:

Highly organized and detail oriented with the ability to follow written and verbal instructions. Ability to work independently, prioritize, pursue details and complete assigned tasks within assigned deadlines.

Possess a high degree of initiative and enthusiasm to learn and maintain ASA/WISHH office procedures.

Math Skills:

Proficiency with math-oriented tasks, such as payables, invoices and voucher preparation for payment of expenses.

TO APPLY: send electronic submission of resume including salary requirements to edemerit@soy.org by January 7, 2022. Interested individuals are encouraged to apply quickly as the applicant review and interview process will begin immediately. Please write "Program Assistant, Special Projects" in the subject line. No telephone inquiries, please. Finalists will be contacted. ASA is an Equal Opportunity Employer and Provider. Women, minorities, veterans and the physically challenged are encouraged to apply.

***Non-Discrimination Statement:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. ASA/WISHH is an equal opportunity provider and employer.*